

Administrative Assistant – Executive Level

JOB SUMMARY

The Executive Administrative Assistant will be responsible for the day to day operations and support for the Executive Director of Portfolio Management & Strategy for Tennessee's Department of General Services Real Estate Asset Management Division. The individual must demonstrate exceptional judgment in handling all requests made by the executives and must provide outstanding work product when given an assignment.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Maintain executives' calendars and schedule appointments as needed. Must be able to work under tight deadlines and respond to high pressure situations.
- Plan meetings, conferences, trips and teleconferences, often involving large groups.
- Assist executive staff in preparing reports, proposals and other documents by collecting and analyzing data, formatting, inputting, retrieving, copying or transmitting data. Will need to have expert data sorting skills using Excel.
- Design PowerPoint presentations and assist in creating marketing materials.
- Handle internal and external phone calls with professionalism and efficiency.
- Draft letters, documents and press releases on behalf of executive staff.
- Welcome guests and customers by greeting them in person or on the telephone; answering or directing departmental inquiries.
- Make all travel arrangements, including ticket purchases, car services, hotels, rental cars, etc. Will need to handle submitting reimbursements within the State's system.
- Support executive staff, as assigned, with special project based work.
- Remain flexible to plan and participate in after hours business functions.
- Read and evaluates incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Perform general office duties, such as ordering supplies, maintaining records management database systems and performing basic bookkeeping work.
- File and retrieve corporate documents, records and reports. Open, sort and distribute incoming correspondence, including faxes and email.

MINIMUM QUALIFICATIONS

3 years of experience supporting senior and/or executive management in an organization.

CRITICAL COMPETENCIES

- Highly proficient in MS Office Suite tools
- Excellent customer service and public relation skills
- Excellent organizational skills
- Excellent verbal and written communication skills
- Excellent presentation skills
- Highly flexible
- Ability to work with highly confidential matters
- Highly proficient in time management and multi-tasking

- Exceptional judgment and decision-making abilities
- Exceptional teamwork/interpersonal skills
- Must be pro-active
- Positive attitude

Only applicants that meet or exceed the basic requirements for this position will be considered for an interview. Interested candidates should submit a cover letter, resume, & salary requirement.

No phone calls please. Interested applicants submit to Phillip.Murphy@tn.gov

**Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.*

**The State of Tennessee, Department of General Services is an Equal Opportunity Employer.*